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| Original | Revision | Explanation/Rule |
| Increase student discussion and information sharing | Promote student discussion and information sharing | Word choice. I used “Increase” too much within the same flyer. |
| Decrease retention of information | Decreased retention of information | The use of past tense to stay the same throughout the section. |
| From this I hope to have well informed you about… | From this I hope to have informed you well about… | Word placement in the sentence. |
| Thank you for your cooperation and time. | Thank you for considering the proposal. | Use of correct terminology for this specific scenario. |